

ATTACHMENT

Form
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ANNUAL REPORT ON ENERGY MANAGEMENT

The format presented below is intended only as a suggestion for the presentation of information currently available to you with respect to operations and buildings. The General section has been added to allow you an opportunity to discuss energy programs that have been particularly successful for you or that you wish to share with others.

EXECUTIVE SUMMARY

Combine the General Operations and Buildings summaries into a broad presentation providing, by fiscal year, for total costs, energy savings, cost savings and other benefits realized.

I. GENERAL OPERATIONS REPORT (For all executive agencies)

Programs

Provide description of programs which have been established, to meet agency goals, including current status and quantitative indications to date of progress achieved toward meeting those goals. Where feasible, group them under one of the following areas to permit subsequent aggregation of similar agency programs:

- Transportation (e.g., fleet vehicle operations)
- Industrial (e.g., production or manufacturing operation, repair operations)
- Utilities (e.g., power generation/distribution, water treatment)
- Research and Development (e.g., design development and testing such as wind tunnel operations)
- Training and Operational Readiness (e.g., consolidated training, use of simulators)
- Administrative Operations (e.g., procurement policies, employee training and motivation programs, employee parking, car and vanpooling programs)
- Others (related energy projects not included above such as solar demonstration projects, coal conversion projects and geothermal).

General Operations Summary

Summarize the available general operations program data by fiscal year to include cost, cost savings, energy savings and other benefits realized.

II. BUILDINGS REPORT (For executive agencies that own or maintain buildings)

Existing Buildings

Discuss preliminary baseline (Btu's per gross square feet) for FY 1975. Provide description of programs which have been established to meet Presidential goals and quantitative measures of progress to date.

New Buildings

Discuss projections of buildings to be designed, constructed and occupied through 1985, including projected gross square feet and projected energy use. Relate the above projections to the achievement of the Presidential reduction goals. (As appropriate, discuss leasing and/or commitments to lease new buildings.)

Buildings Program Summary

Summarize available buildings program data by fiscal year to include costs, energy savings, cost savings and other benefits realized.

III. GENERAL

Briefly describe the mission and organization of your department or agency and indicate assigned energy responsibilities within the organization.

Please provide information on any energy management activities your agency or department has instituted which have been particularly successful or programs that have high potential technology transfer possibilities to other departments and agencies or the American people. Include, if appropriate, literature, pictures, pamphlets or special articles describing these or other agency programs.

NOTE: Please submit your report, including the name of the person responsible for its preparation, to:

Federal Energy Management Program
Office of Conservation and Solar Applications
Department of Energy
Washington, D.C. 20545

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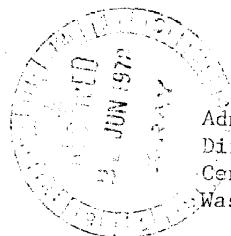
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WASHINGTON, D.C. 20585

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